APPROVED

MINUTES OF SEPTEMBER 2, 2025 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm and roll was called.

Committee members present:	Staff present:
Michael Covey, Vice President	Lisa Sheppard, Executive Director and Secretary
Jackie Avitia-Guzman, Treasurer	Kyle Kuhs, Director of Parks and Planning
Gary Hazan, Commissioner	Erin Classen, Superintendent of Marketing
Nicole Reifman, Commissioner	Bobby Collins, Deputy Director
	John Cutrera, Director of Finance and HR

Members of the Public in attendance who signed in or spoke: None

Matters from the Public: None

Discussion on Beach Playground Initial Designs: Michelle Kelly from Upland Design presented the initial beach playground design concepts that were created based on board and community feedback received in previous meetings and surveys. The presentation is attached in the supplements. Two concepts (A and B) were shared. Both concepts feature nautical themes, rubberized safety surfacing, shaded seating, sand and water play areas, and swings.

Concept A includes a large ship-inspired structure with two separated sand play areas, one for wet play and one for dry play. Water features include a dinghy, lobster, octopus, and optional canons or treasure chest.

Concept B has a more open layout with a triangular climbing structure under a sail-like shade, a guppy play feature, a single large sand area, and alternate water features including a crow’s nest, blowfish, and water O.

The Board discussed sight lines from the beach office, ADA accessibility of the designs, maintenance concerns, heat absorption of rubber surfacing, and the balance between shade, safety, and playability. The Board and staff stressed the importance of preserving open views to the lake and that play structures had plenty of visibility. The Board also would like to ensure the color choices of play structures are muted or cool, and surface colors reflect light to reduce heat as much as possible.

The group agreed to move forward with Concept B’s overall layout, rotated 90 degrees to improve sight lines and functionality, combined with select preferred features, including a single sand area, guppy structure, blowfish water feature, dumping bucket, and sand play boat. The dinghy was acknowledged as a nostalgic feature but not essential.

The next step will be to refine the design details based on the Board feedback, finalize surface color options, and launch an online community survey with clear A/B feature choices. The survey will include about 10 structured questions with an open-ended comment section. The survey results will guide the final design recommendation before moving into construction documents.

<u>Discussion of Greenhouse Bids:</u> Director Kuhs provided a summary of the bids received at the August 28 bid opening for the Shelton Park greenhouse project. Fifteen contractors picked up bid packets, and five submitted proposals, reflecting a competitive bid process. The lowest responsible bid came from Schaefges Brothers at $658,000, about $100,000 over the project budget of $603,000 when including contingency. The cost overage is primarily due to longer utility runs for electric and water. Staff reviewed cost-cutting options, such as removing the split rail fence ($7,000) or stone veneer, but recommend keeping both for functionality and aesthetics. While the bid exceeds the budget, earlier projects at Shelton Park tennis courts and Milton Park playground came in under budget, leaving overall capital projects still $93,000 below combined projections. Schaefges Brothers has a strong reputation and positive references, and staff are confident in meeting the timeline, with concrete foundations planned to be in place before winter. The rest is a kit build and can be done in most conditions. Staff recommend awarding the contract to Schaefges Brothers, with official Board approval on the consent agenda at the September Board meeting.

<u>Review of Categories of Service:</u> Director Collins led the annual review of categories of service as required by our fees and charges policy. Staff recommend no major changes to the categories of service. The categories of service classify programs, facilities, and services by cost recovery into five categories: fully subsidized, basic public, public, extra public, and private. The review showed no major changes were needed, only minor language updates. These include shifting from "resident/non-resident" to "pass holder/non-pass holder" terminology for certain beach rentals to encourage pass sales, removing references to the Early Learning Center, and updating "Watts Ice Center" to "ice rink operations." Staff relayed that our fees remain competitive, enrollment is strong, and no community concerns have been raised. The Board was supportive of the proposed language updates and agreed to move the Categories of Service as presented for approval at the September Board meeting.

<u>Discussion on Renewal of Audit Contract:</u> Director Cutrera led a discussion on renewing our Audit contract with Lauterbach and Amen. Staff are recommending a three-year extension that includes modest annual fee increases. A comparative analysis showed that the District is receiving strong value, partly due to the clean preparation of financial records, which enables efficient audits and competitive pricing. Lauterbach and Amen have served the District since about 2010, with a partner rotation implemented three years ago to ensure fresh oversight in line with best practices. While some neighboring firms could be considered, their fees would likely be significantly higher, especially given the shortage of experienced governmental auditors. The district benefits from Lauterbach and Amen's depth, ability to rotate staff, and strong reputation in government auditing, with auditors consistently recognizing the district's well-run operations. The Board was

supportive and advanced the 2026-2028 renewal contract for approval at the September Board meeting.

Discussion on Park District Commissioner Vacancy: Executive Director Sheppard and Vice President Covey led a Board discussion on the process for selecting a new commissioner to fill the vacant position due to President Spain's departure. Ahead of the meeting, a call for applicants was issued, resulting in four submissions. After discussion, the Board agreed that while all four candidates were strong, two candidates stood out as a good fit for the Board right now due to their backgrounds and relevant experience. The Board reached consensus to invite those two candidates for interviews at the September meeting, with the goal of making a final decision by October and seating the new commissioner at that time. Board members will provide Lisa with suggested interview questions.

Adjourn: Commissioner Reifman moved to adjourn the meeting at 8:04 PM. Commissioner Hazan seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard

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Secretary